

**york region**

# CAREERS

Serving York Region through The Economist & Sun, The Tribune, The Era Banner, & The Liberal.

905-294-4331  
1-800-743-3353

**525**

office help

### ACCOUNTS RECEIVABLE

We are a leading Importer & Distributor of Gourmet & Specialty Foods dealing with all major chain, department & retail stores as well as the food service trade.

We have an immediate opening for a full time Accounts Receivable Clerk who is courteous and professional, and has a conscientious attitude to detail and accuracy.

Responsibilities will include credit checks, payment allocations, bank deposits, customer account reconciliations, collections, and monthly reporting.

The ideal candidate will have previous A/R experience with the food industry key accounts.

Interested applicants should fax resume to:  
Human Resources (905)731-2391

### Bilingual (English/ French) Order Department Clerk

An international sewing machine company based in Richmond Hill requires a bilingual energetic person for a busy sales order desk for parts and machines. The applicant must have experience in inventory control, order taking, computerized order processing and customer relations. Must be detail oriented and have excellent telephone skills.

Please fax your resume to: (905)731-3534

*We thank all applicants for their interest but only those selected for interview will be contacted.*

**530**

sales help & agents

Unionville Home Society, a charitable organization offering housing and care for the elderly, requires a...

### CO-ORDINATOR, INDEPENDENT LIFE STYLE PROGRAM

A dynamic, resourceful individual required for full time position. Responsible to plan and implement therapeutic services to individuals in need of social, emotional, physical and/or mental stimulation and activation. Ability to train and support mediators including family members, volunteers and professional care team. The successful candidate must possess a university degree specializing in therapeutic recreation. Excellent written and verbal communication, organizational and interpersonal skills are required. Must have basic word processing skills.

Fax resume by no later than December 16, 1998 to:



Human Resources, Jennifer Tait  
Unionville Home Society  
4300 Hwy 7, Unionville L3R 1L8  
Fax #: (905) 477-6080

No phone calls please. We sincerely thank all applicants for their interest. Only applicants chosen to be offered an interview will be contacted.

**535**

hospital, medical, dental

Unionville Home Society, a charitable organization offering housing and care for the elderly, requires a...

### CO-ORDINATOR, FRIENDLY VISITING & VOLUNTEER PROGRAM

Full time position required to develop and implement volunteer programs and co-ordinate friendly visitors/volunteers in accordance with needs. The successful candidate must possess specialized education/experience in volunteer development and experience working with the elderly. Excellent communication, organizational and interpersonal skills are required. Must be computer literate.

Fax resume by no later than December 16, 1998 to:



Human Resources, Jennifer Tait  
Unionville Home Society  
4300 Hwy 7, Unionville L3R 1L8  
Fax #: (905) 477-6080

No phone calls please. We sincerely thank all applicants for their interest. Only applicants chosen to be offered an interview will be contacted.

**545**

teaching opportunities



- \* ECE'S/ECE STUDENTS
- \* TEACHING ASSISTANTS
- Jobs Available immediately
- Pick your own hours and location
- Competitive Pay

Looking for responsible people to care for children in a variety of settings in the Markham/Richmond Hill area. Min. 2 years experience in childcare or equivalent, first aid/CPR required. Fax your resume to: (416) 447-0599.

**555** domestic help available

GET 3 for the price of one! House up to 3000 sq. ft. will be cleaned for only \$60. Vacuuming, dusting, floors washed, washrooms, kitchen, window ledges and baseboards. RULA'S CLEANING (KATHY): (905) 479-4945

SO far you tried the rest. Now it's time to try the BEST! Roula's White Glove, 43 Hughson Dr. Unionville. Free estimates, low prices, special rates for Mondays. Cell 416-706-9284

**540**

hotel, restaurant

Exciting New Restaurant (LLBO) is currently seeking experienced full time and part time staff. For busy high volume restaurant (Hwy.#7/ Woodbine). Leave a message at 416-713-5936.

**Call Classified Today**

To place your ad  
294-4331  
or  
1-800-743-3353

### RECEPTIONIST/ SECRETARY

Good Communication skills.

Fax resume to:  
(905) 709-8691

**540**

hotel, restaurant

Good tips and friendly atmosphere. Looking for **WAITSTAFF, BARTENDER.**

Must be 18 yrs of age or older. No experience necessary, we will train. Fax resume to Attn: Sonny 472-0581

### PART TIME BILLERS

Regular part time work available.

Monday to Friday  
Time: 5:00 PM to 9:00 PM

Send resumes to:

Tandet Transport Inc.  
18 Gormley Industrial Ave.  
P.O. Box 609

Gormley, Ontario L0H 1G0  
or fax resume to: (905) 888-1845

**535**

hospital, medical, dental

### HCA's

required immediately for all shifts.

NHI Personnel

(416) 368-9871 (416) 754-0700

Downtown Scarborough

Nursing Students Considered

### Temporary Receptionist

(six Month contract) required for Markham book Distributor.

Excellent telephone manner and people skills plus Microsoft Word and Excel. Please fax resume with covering letter stating salary expectations to 905-475-1072

### STUDENTS

Required to work P/T evenings. Please drop resumes off to Dr. J. Gorman's Office, 4981 Hwy #7 East.

### RECEPTIONIST/ASSISTANT

Part-time position. Enthusiastic, caring person who enjoys working with people. Must have pleasant telephone manner and excellent command of the English language.

Word processor an asset.

Call 905-472-9195 Tuesday, December 8th. 9:00am to 11:30 am and 1:00pm to 2:30pm.

**530**

sales help & agents

### PERMANENT - 3 DAYS PER WEEK FOODSERVICE SALES REP

A large progressive Food Broker, representing well-known branded products, seeking energetic individual to promote and maintain product lines at foodservice operators for the Toronto East area.

This permanent 3 days per week position requires a flexible, detail-oriented person with excellent communication and interpersonal skills. Previous sales and computer experience would be an asset.

Please forward your resume along with a covering letter to Human Resources, 40 Emblem Court, Scarborough, Ontario M1S 1B1 or fax to 416-291-9096. (Only those candidates considered for an interview will be contacted)

**530**

sales help & agents

### Industrial Leasing REAL ESTATE SALES PEOPLE

Tired of working nights & weekends? Industrial real estate is easier than you would think and you can make a living working business hours. Call Tom Connell

Connell Real Estate Limited  
905-477-1011

Presenting...

**york region**

your community career choice

# CAREERS

Serving York Region through The Era Banner, The Liberal, & The Economist & Sun

## Choose your Markets:

- The Markham Economist & Sun
- The Stouffville Tribune
- The Era Banner
- The Liberal

## Career Positions

- Professional
- Career Training
- Managerial Positions
- Skilled & Technical Help
- Computer/Data Processing
- Hospital/ Medical/ Dental

For details, contact Classified Advertising  
at 1-800-743-3353 Fax (905)294-1538